



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
8490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32508-5204

Canc frp: Apr 06
IN REPLY REFER TO

NETPDTCNOTE 1050

N8

APR 30 2004

**NETPDTC REMOTE SITES ADMINISTRATIVE LEAVE
AND EARLY DISMISSAL**

POLICY STATEMENT

1. **Purpose.** To establish policy for administrative leave and early dismissal at NETPDTC remote sites.
2. **Discussion.** On occasion, administrative leave, early dismissal, and "59 minutes" are authorized as a goodwill gesture before holidays, upon change of command, etc. Due to the worldwide distribution of our workforce and their varying mission responsibilities, some NETPDTC employees do not get the word in time or cannot leave their customers to take this time off. To offset any such inequity as much as possible, it will be NETPDTC's policy that remote NETPDTC employees are authorized to follow the lead of their local hosts and major customer activities when similar situations arise at their location. When time permits, remote site managers should clear their absence with their chain of command. However, when this is not possible, the site manager will be responsible for taking appropriate action and notifying their chain of command of action taken. If the site manager exercises reasonable discretion within the spirit of this policy, their action will be considered to be authorized by the Commanding Officer, NETPDTC. Clearly though, remote employees should not expect to regularly take advantage of local early releases in addition to those occurring in Pensacola.
3. **Action.** Department Heads are to communicate this policy to their personnel at NETPDTC remote sites.


P. M. RICKETTS

Distribution: (NETPDTCINST 5216.1H)
Lists I, IA, and II

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